



State of Arizona  
Department of Education

**SFSP CN# 08-11**

**CN# 24-11**

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**MEMORANDUM**

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**To:** Summer Food Service Program (SFSP) Sponsors  
National School Lunch Program (NSLP) Sponsors

**From:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services

Cara Peczkowski, Director  
Arizona Department of Education, School Nutrition Programs

*Original Signed*

**Date:** February 18, 2011

**RE:** Outreach to Households on the Availability of Summer Food Service Program  
(SFSP) Meals

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The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, establishes requirements for conducting outreach to households on the availability of Summer Food Service Program (SFSP) meals. The purpose of this memorandum is to provide guidance on the implementation of the provision that requires schools to conduct outreach on the availability of the SFSP before the end of the school year.

School Food Authorities (SFAs) who operate the National School Lunch Program (NSLP) must cooperate with SFSP service institutions to inform eligible families of the availability and location of free meals for students when the regular school year ends.

Acceptable activities may include developing or disseminating printed or electronic materials to families of school children prior to the end of the school year, which provide information on the availability and location of SFSP meals. Other activities to promote the availability and location of SFSP meals may be approved by the Arizona Department of Education (ADE).

SFAs can distribute information to households such as the location of nearby SFSP meal sites, times of service, and SFSP service institution contact information, if available. The SFAs may

distribute the information through means normally used to communicate with the households of enrolled children.

Templates and sample materials such as fliers, letters to parents/guardians, and other materials are available to SFAs on the “Resources” page of the Arizona SFSP website: [www.azsummerfood.gov](http://www.azsummerfood.gov).

For questions regarding this memo, please contact your School Nutrition Programs Specialist at (602) 542-8700.

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